

Scituate, Massachusetts

Position Title: Senior Clerk – Payroll Specialist

Statement of Duties

Performs administrative, accounting and personnel services in the Treasurer/Collector's Office in the maintenance and processing of all Town payroll transactions, contracts and policies: performs other related work as required.

Supervision

Works under the administrative direction of the Treasurer/Collector. Works in accordance with Federal statutes, Massachusetts General Laws, and collective bargaining requirements as well as town rules, regulations and policies requiring the ability to plan and perform operations.

Performs responsible functions of a highly technical nature requiring the exercise of judgment and initiative to insure that all payroll records are accurate and are in accordance with requirements established for employee deductions and compensation. Employee is required to work independently in order to complete assigned tasks according to strict weekly time schedule, in addition to other deadlines. Employee has frequent access to confidential information related to employee information and data.

Job Environment

Work is performed under typical office conditions. Operates a variety of office equipment, such as personal and main frame computer system, calculator, copier, fax and telephone. Work is completed within specific, and sometimes short, deadlines and in an accurate and detailed manner. Environment can be high-pressured during certain times of the year.

Employee has extensive contact with the public. Frequent contact with town personnel. Contact is by telephone, in person and email. The purpose of contacts is to obtain or provide information, resolve questions and concerns pertaining to the administrative aspects of payroll and compensation as well as tax information to the general public.

Errors could result in monetary loss, inaccurate reporting, legal ramifications.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs a variety of technical accounting services in the processing of town and school payroll. Verifies and enters payroll information for all town departments, balances total and submits for procession.

Insures proper pay codes and scales, deductions and correct calculations. Processes vouchers including federal and state taxes, wage garnishments, deferred compensations and union dues.

Receives and verify changes in compensation, reviews weekly payment schedules, makes corrections as needed.

Assists other departments in the application of payroll reporting and answers general inquiries.

Maintains and generates reports relative to certain town services or departments and for Town Accountant and Treasurer/Collector as necessary or required.

Maintains files and records relative to payroll functions. Updates employee records.

Conducts wage verifications for state agencies and financial institutions as well as new employees (I-9) and W-2's, sick leave buybacks for separating employees.

Assists with employee benefits, and weekly departmental turnovers to Treasurer's Office.

Assists with entering real estate, water bills and motor vehicle payments. Processes sewer betterment and tax title payments.

Enters turnover into the Accounts Receivable system

Issues beach and transfer station stickers and serves as back-up for processing Municipal Lean Certificates.

Makes bank deposits in the absence of the Treasurer/Collector or her assistant.

Stays abreast of changes in payroll or wage and hour laws.

Recommended Minimum Qualifications

Education and Experience

High School diploma, GED. Associates Degree strongly desired. Three (3) to four (4) years' experience in payroll or accounting field preferred. Any equivalent combination of education and experience that enables performance of all aspects of the position.

Special Requirements

Knowledge, Ability and Skill

Knowledge

Thorough knowledge of office procedures. Knowledge of office software systems involving automated payroll functions and Microsoft applications including Excel or Access. Working knowledge of various financial software applications. Familiarity with state and federal laws relative to employee benefits and deductions, and town bylaws and policies.

Ability

Ability to interact in a positive and effective manner with employees. Ability to communicate verbally in an effective manner. Ability to maintain detailed and accurate records; ability to

make arithmetical computations and tabulations with speed and accuracy and to prepare accurate reports from such records. Ability to analyze accounts and to manage/organize multiple tasks in an efficient manner.

Skill

Attention to detail and strong analytical skills to work through complex calculations
Excellent organizational skills. Proficient skill in use of personal computers; particularly with financial and spreadsheet applications.

Physical Requirements

Minimal physical effort generally required in performing administrative duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift, push or pull office equipment weighing no more than 10 pounds. The employee works in a general office setting and is frequently required to stand, sit, talk, hear, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms including personal computer and standard office equipment. Employee must be able to hear normal sounds and distinguish sound and voice patterns, and communicate regularly with others. Requires sufficient eye/hand coordination to perform semi-skilled repetitive movements. Tasks require sound and visual perceptions and discrimination and may include use of protective devices.